



ORANGE COUNTY
Department of Human Resources
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
ochr@ocgov.com

<http://www.ocgov.com/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Geographic Information Systems Manager**

SALARY

\$25.50 - \$50.70 Hourly \$2,040.00 - \$4,056.00 Biweekly \$4,420.00 - \$8,788.00 Monthly
\$53,040.00 - \$105,456.00 Annually

ISSUE DATE: 11/21/12

THE POSITION



Geographic Information Systems Manager

Orange County encourages applicants from diverse backgrounds with extensive related experience to apply. The recruitment will be open to the public for a minimum of five business days and will remain open until the needs of the County are met.

THE DEPARTMENT:

As a steward of significant natural and cultural resources OC Parks manages regional parks, beaches and regional trails. The Geographic Systems Unit is responsible for the continuous development and implementation of OC Parks Geographic Information Systems (GIS). This established but constantly evolving technology is used for a variety of tasks from the relatively simple production of maps showing park boundaries, to highly technical resource and land analysis for evaluation of invasive species, endangered species mapping/protection, archeo/paleo site protection, fire mapping, etc. Click [here](#) to find out more about OC Parks.

THE OPPORTUNITY:

This position is the OC Parks Geographic Information Systems (GIS) Manager will include oversight and coordination of GIS efforts within OC Parks, and with other county agencies and partner organizations, coordination and provision of GIS user support and training, management of county GIS data assets, and development of GIS work plans, short and long-term strategy. This position will also perform the following duties:

- Development & implementation of work flow policies
- Serve as the primary department liaison for all local agencies/commissions for communications relative to GIS data, services, processes and projects
- Coordinate regular meetings and communications with the county's internal and external stakeholders regarding GIS updates and projects
- Conduct research and makes recommendations on products, services, and standards in support of GIS solutions
- Supervise small professional and technical staff; indirectly leads other department staff related to the GIS
- Maintain up-to-date knowledge of GIS technology trends and best practices
- Plan and coordinate implementation of new GIS systems and services, and the integration of changes into the processes of an existing system
- Prepare project plans, schedules, task lists, including project milestones and review points. Reports project progress, issues and need for changes
- Prepare Request for Proposal (RFPs), bid proposals, contracts, scope of work reports, and other documentation for projects and associated efforts
- Prepare reports, orally and in writing, activity schedules, progress and performance regularly to the division managers
- Interviewing, hiring, and training of GIS employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Explore grant opportunities and regional initiatives as a cost saving measure. Manages state and federal grants relevant to GIS
- Plan and organize system development activities and other GIS activities, including determination of appropriateness and priority of programming of diversified functions, training coordination and development for GIS users and staff including the Orange County Fire Authority and OC Public Works Survey and Engineering Technicians
- This is a hands on position and it is anticipated the manager may spend 20-30% of their time performing various GIS work

THE IDEAL CANDIDATE:

The incumbent will have two years of experience directly related to Geographic Information Systems Management or a bachelors degree in a related area of study. The ideal candidates application should demonstrate competence in the following areas:

GIS Management/Education

Experience

- Five (5) years of progressively responsible experience in GIS
- Two (2) years of progressively responsible management experience in GIS
- Two (2) years experience with the development and management of a large-scale geographic information system
- Experience with the ESRI product line ArcGIS

- Experience with SQL
- GIS Professional (GISP) certification
- Experience with enterprise-level Geo-Spatial databases

Results Oriented

Proven Knowledge of and Experience to

- Accomplish day-to-day operational assignments
- Achieve expected quality and quantity of results
- Maintain appropriate focus on outcomes
- Anticipate and meets customer needs
- Balance short and long term goals Demonstrates appropriate sense of urgency
- Develop protocol for long term GIS data collecting
- Allocate resources and budget for each project and meets required deadlines; supervises and coordinates the daily needs for GIS activities.

Decision Making/Problem Solving

Applied experience in

- Assembling pertinent data and sufficient facts before making decisions
- Making decisions based on sound logic
- Recognizing potential adverse consequences of actions
- Negotiating and administers professional contracts for GIS services
- Troubleshooting and resolve tedious systematic problems and/or issues related to a project or unit assignment.

Communication/Diplomacy

Proven Knowledge of and Experience to

- Listen effectively
- Present ideas and complex materials clearly, logically and concisely
- Share information with appropriate parties
- Maintain open and productive dialog with peers

Collaboration/Teamwork

Proven Knowledge of and Experience to

- Freely share specialized knowledge with others
- Establish and maintains productive working relationships
- Involve appropriate people in plans and decisions
- Address difficult issues, while creating a minimum of antagonism or divisiveness within work unit
- Recognize and respects value of diversity and differing opinions

Supervision/Leadership

Significant experience in

- Demonstrating ability to organize staff such that they consistently achieve required day-

to-day tasks

- Providing accurate and effective performance evaluations to subordinates
- Positively accept staff initiated recommendations for improved productivity, better service or work process cost reduction
- Taking responsibility for own actions regardless of outcome
- Consistently apply high ethical standards of behavior to work assignments, decision-making and associations
- Possessing sufficient level of self-awareness to recognize his/her personal impact on others
- Understanding the difference between work excellence and perfection, and applies a productive balance between the two

ADDITIONAL REQUIREMENTS:

Background Check: All candidates considered for the position will be required to successfully pass a background check to the satisfaction of the County. The background check may include professional references, criminal check, educational verification (i.e. degree, license, or official transcript), etc.

Minimum Qualifications: Two years of experience directly related to the competencies and attributes noted above. A bachelors degree in a related area of study may substitute for the required experience. The official title for this position is "Administrative Manager I". Click [Click here](#) for the job specification for more information.

Physical and Mental Requirements: The County of Orange is committed to providing a means for applicants who may have a disability to identify areas in which they may request reasonable accommodation. The following is a description of the physical and mental abilities, which are customarily required to perform the essential job functions of this position. Applicants are encouraged to contact the staffing manager listed for any questions or to request an accommodation during the testing/selection process.

- **Physical** -All Positions:

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation.

Some Positions :

May be required to possess one or more of the following: the ability to climb, bend, stoop, twist and reach overhead in rugged conditions to review/evaluate work; manual dexterity and bodily movement sufficient to operate various types of equipment in extreme conditions; lift up to fifty pounds.

- **Mental** - All Positions :

Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues,

controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

Some Positions :

May be required to possess the ability to handle emotional client situations effectively.

SELECTION PROCESS:

Application packets must emphasize all the areas in which you have demonstrated expertise and documented accomplishments in the specific competencies related to the position, as they will be screened to identify the most qualified candidates. Responses to the requested supplemental questions are required as part of your application packet. You will be notified by email of your standing in the competition.

Qualifications Appraisal Panel | Oral Interview (Weighted 100%) | Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of questions designed to elicit the candidate's qualifications for the job. This assessment component will determine whether an applicant will be placed on an Open eligible list.

Based on the County's needs, the selection procedures listed above may be modified. All candidates will be notified of any changes in the selection process. Once all testing procedures are completed applicants will be notified of their status in the competition which may include referral to a Selection Interview.

HOW TO APPLY:

Apply online by clicking on the "Apply" link at the top of this announcement. When your online application is complete, click "Accept." Please save a copy of your online receipt (confirmation number) for your records.

Your application should highlight all of the areas in which you have developed expertise, matching your professional experience with the specific qualification listed above. All information submitted will be scored in order to identify the most qualified candidate.

Those applications where "see resume" is given as an answer to a supplemental question will be disqualified.

If you have questions regarding this recruitment contact **Chris Hazen** at Chris.Hazen@occr.ocgov.com

FREQUENTLY ASKED QUESTIONS

E-MAIL NOTICES:

You will be notified by e-mail through the GovernmentJobs.com site throughout the recruitment process. Please check your e-mail folders, including spam/junk folders, and/or accept e-mails ending with governmentjobs.com and occr.ocgov.com. If your e-mail address should change,

please update your profile at www.governmentjobs.com.

BACKGROUND VERIFICATION:

It is the policy of the County of Orange to have pre-employment and pre-appointment reference and background checks conducted on potential new hires for all regular, limited-term or extra-help positions, rehire of former employees and promotions and transfers as needed.

Applicants must complete and sign the appropriate release/waiver form(s) prior to the County accessing background check information. A release/waiver form will be provided should the applicant be invited to interview.

Background and reference checks are used to verify information provided by the applicant and to obtain additional information (i.e., a criminal record and/or significant job-related issues prior to employment) to determine suitability for the position for which they are being considered. To enable appointing authorities to make well-informed selections/placements, LiveScan criminal records checks through the California Department of Justice (DOJ) will be conducted prior to every new hire for regular, limited-term or extra-help employment, and rehire of former employees at the County of Orange. Other components of the background check are established by Department Human Resources based on the classification, access to sensitive information and job assignment.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.



The County of Orange is committed to full realization of non-discrimination and equal employment opportunity by selecting, training, and promoting employees based on their ability and job performance and provides for equal opportunities in all aspects of employment without regard to sex, race, color, ethnicity, national origin, ancestry, religion, pregnancy, age, sexual orientation, physical or mental disability, medical condition, marital status, veterans status, citizenship, or any other protected group status. All employment related decisions will be based on merit. Unlawful discrimination, harassment and retaliation in any form will not be tolerated.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/jobs>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #8011MA-1112-405(O)
GEOGRAPHIC INFORMATION SYSTEMS MANAGER
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Geographic Information Systems Manager Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses to these questions can be verified from the information included within the application?

☐ Yes ☐ No

- * 2. Do you have a Bachelor's degree in Geographic Information Systems, Geography, Information Technology, Planning, or related field or equivalent combination of education and experience?

☐ Yes

☐ No

- * 3. Describe in detail your experience with managing a Geographic Information System. Please specify the name(s) of the organizations where you acquired your experience, level of responsibility, and how you acquired it.

- * 4. Describe your experience using SQL.

- * 5. Describe your experience with management and use of Geo-Spatial databases

- * 6. Describe your experience with preparing request for proposals, bid proposals, contracts, and scope of work reports

- * 7. Describe your experience developing & implementing the following as it relates to Geographic Information Systems:

A. Policy and Procedures

B. Workflow

C. Department Strategy

D. Training

E. Asset inventories and attribution

- * Required Question